



CITY OF CHELSEA, MA
Human Resources Department

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150
Phone: 617.466.4170 · Fax: 617.466.4175

Housing & Community Grant Manager

Department: Housing & Community Development
Union/Pay Grade: United States Steelworkers Association / Grade: 10
Annual Salary: \$62,863.75 – \$78,767.77
(Position is Contingent Upon Grant Funding)

POSITION SUMMARY

The Department of Housing and Community Development strives to achieve a prosperous, healthy, and equitable community. Tasked with strategic planning, project implementation, and policy making, the Department is committed to responsibly delivering projects, programs, and services designed to support equitable growth, prevent displacement, and promote the prosperity of the community. Centered on these key areas of concentration, the Department addresses community needs – physical, infrastructural, social, economic, and environmental – and the initiatives necessary to foster a dynamic, just, and diverse 21st century urban city.

A strong community development function is rooted in sound administrative systems, robust management and oversight, and a commitment to maintaining compliance to ensure that resources are continuously obtained and effectively used. The Department is seeking a Housing & Community Development Grant Manager to oversee critical grant and financial management functions, while providing administrative, fiscal, and budgetary assistance to the Director of Housing & Community Development. As assigned, oversees and manages all aspects of key federal and state grants, including, but not limited to, the Community Development Block Grant Program. Oversees budget preparation and monitoring, financial transactions, compliance monitoring, and program management. Assists in the development, coordination, and implementation of various grant programs and the Department's capital improvement programs.

EDUCATION AND EXPERIENCE

BS/BA degree preferred in the area of urban planning or policy, public administration, business administration, finance, or a related field; At least four (4) years of similar work experience; one (1) year of which is in an administrative supervisory capacity; An equivalent combination of post-secondary education and work experience will be considered.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of the Community Development Block Grant Program, community development policies and procedures, and municipal business practices;
- Ability to maintain strict level of confidentiality in all Departmental matters;
- Capable of performing grant and financial management functions with current software and enterprise systems; fully computer literate; capable of evaluating effectiveness of programs used and recommending enhancements;

- Negotiation, problem resolution, and interpersonal skills demonstrated through similar experience. Very good communications skills;
- Strong attention to detail, organizational skills, and ability to adhere to and enhance policies and procedures;
- Demonstrated budgeting and finance aptitude, including strong basic math skills;
- Ability to collaborate with staff, funding agencies, City departments, and external stakeholders;
- Working knowledge of city planning principles and practices;
- Working knowledge of the functions of municipal government, local ordinances, rules and regulations, including public procurement in MA;
- Ability to communicate clearly and accurately, including ability to communicate complex information in a simple fashion;
- Ability to interact with the public in a courteous and tactful manner;
- Aptitude for an attention to details, organization, and accuracy;
- Bilingual (English and Spanish) helpful.

Qualified candidates submit an employment application, with cover letter and resume to Human Resources, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150 or email to jobs@chelseama.gov.

The City of Chelsea is an Equal Opportunity Employer